City of Wyoming, Michigan
Administrative Policy

Departments Purchasing & Finance	
Department Head Approvals: Purchasing: K Oostindie	Date: 6/03/2020
Finance: KBalfour	Date: 6/3/20
City Manager Approval:	Date: 6.3.20
Subject: Purchasing Policy & Procedures	

City of Wyoming
Purchasing Policy and Procedures

City employees must comply with this policy and required procedures when acquiring goods or services for the City and when selling surplus City property.

The basis of all purchasing of goods and services and sales of assets by the City of Wyoming are found in applicable provisions of federal and state statutes, federal and state rules and regulations, federal and state case law, the City Charter (Charter), the Code of Ordinances of the City of Wyoming (Code), and, for some, contracts, federal, and state grant documents.

FEDERAL LAW

Federally funded projects commonly have specific guidelines and compliance requirements. City staff should be familiar with such requirements and may need to tailor purchases to meet those requirements. This policy, staff reports, request for proposal/bid template and other documents, policies and procedures are designed to meet basic federal purchasing requirements.

If the City's Purchasing Policy is more restrictive than federal requirements, the City's Purchasing Policy must still be followed.

MICHIGAN LAW

Under the current Michigan law, the following general requirements are placed on purchases by municipalities:

- The City can only do what is authorized by state law, the Charter and Code.
- The City is only authorized to make purchases for a public purpose.
- Relationships among city officers or employees and a contracting party must be disclosed to avoid conflicts of interest in city transactions.
- The City can only make purchases for which the City Council has appropriated funds.
- Purchases must be documented and established procedures followed as established in law.
- Two specific requirements for construction projects are:
  - Contractors performing construction work on public projects exceeding $50,000 must furnish the public entity with a performance and payment bond.
  - Specific requirements govern progress payment retainages.
- Contracts can only be signed by authorized persons.
- Indemnification of others by the city is constitutionally limited.

State funded projects commonly have specific guidelines and compliance requirements. City staff should be familiar with such requirements and may need to tailor purchases to meet those requirements.

If the City's Purchasing Policy is more restrictive than state requirements, the City's Purchasing Policy must still be followed.

Chapter XII – Purchase-Contracts-Leases

- Section – 12.1 Purchase and sale of property (following are excerpts of some of the language from 12.1)
  - The City Manager shall be responsible for the purchase and sale of all city property, subject to the restrictions of statutes and ordinances.
  - Comparative prices shall be obtained for any purchase or sale, which amounts to [sic] not in excess of seven thousand five hundred dollars, of all materials, supplies and public improvements except (a) in the employment of professional services, and (b) when the City Manager shall determine that no advantage to the city would result.
  - In all sales or purchases in excess of seven thousand five hundred dollars, (a) the sale or purchase shall be approved by the Commission, (b) sealed bids shall be obtained, and (c) the requirements of Section 12.2 shall be complied with. No sale or purchase shall be divided for the purpose of circumventing the dollar value limitation contained in this section. The Commission may authorize the making of public improvements or the performance of any other city work by any city agency without competitive bidding.
  - Purchases shall be made from the lowest competent bidder meeting specifications unless the Commission shall determine that the public interest will be better served by accepting a higher bid. Sales shall be made to the bidder whose bid is most advantageous to the city.
  - Detailed purchasing, sale and contract procedures shall be established by ordinance.
- Conflict of Interest and Antinepotism
  - Refer to the City Charter and Code for information related to conflict of interest and antinepotism.

Chapter 2 – Administration

Article IV - Finance

Division 2 –Purchasing

- Sec. 2-251 - Purchases and sales of personal property

  Purchases and sales of personal property shall be conducted in accordance with the provisions of section 12-1 of the City Charter and as provided in this division.

- Sec. 2-252 - Posting of notices inviting bids or proposals

  Whenever notices inviting bids or proposals are required, this section shall govern. Notices inviting bids shall be posted on the City website or such other electronic media as may be authorized by resolution of the City Council, at least five days preceding the last day set for the receipt of the proposals. The posting shall include a general description of the articles to be purchased or sold, shall state where bid blanks and specifications may be secured and the time and place for opening bids.

- Sec. 2-253 - Bidders' lists

  Whenever bids are invited, sealed bids shall also be solicited from responsible prospective bidders who have requested their names to be added to a bidder's list by sending them a copy of such newspaper notice and such other notices as will acquaint them with the proposed purchase or sale. Invitations sent to the vendors on the bidder's list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.

- Sec. 2-254 - Advertisement of pending purchases or sales

  The City Clerk shall advertise all pending purchases or sales by posting notice thereof on the bulletin board in City Hall.

- Sec. 2-255 - Deposits

  If deemed necessary by the department head requesting the bid, deposits shall be required in the public notices and invitations for bids. Unsuccessful bidders shall be entitled to return of surety where the City has required such. A successful bidder shall forfeit any surety required by the City upon failure on his part to enter a contract within ten days after the award or the City may require the bidder to perform the contract.

- Sec. 2-256 - Bid opening procedure

  The following procedures shall be followed for any bid openings:

  (1) Bids shall be submitted sealed to the City Clerk and shall be identified as bids on the envelope.

  (2) Bids shall be opened in public at the time and place stated in the public notices. All bids submitted after the time specified shall be returned unopened to the bidder.

- Sec. 2-257 - Cooperative purchasing plans

  The City shall have the authority to join with other units of government in cooperative purchasing plans, providing that the Charter and Code requirements relating to sealed bids and approval of the City are met.

- Sec. 2-258 - Waiver of division provisions

  Any provision of this division may be waived by the City Council whenever it is deemed to be in the best interest of the public health, safety and welfare or in the case of emergency provided the provisions of chapter XII of the Charter are followed.

- Sec. 2-259 - Contracts for repairs and services

  The procedures as established in this division for bidding shall not be required for the contracting of repairs and services when deemed necessary by the City Manager; however, the City Manager shall in those cases obtain the lowest and best price. No contract for repairs and services shall be authorized by the City Manager except in the case of an emergency when the total price exceeds the sum of $8,500.00.

ADDITIONAL REQUIREMENTS AND INFORMATION - PURCHASING

Among many purposes, City purchasing policies, procedures and practices are intended to:

- Ensure the goods and services meet needed quality standards
- Ensure goods, services, and projects are delivered, provided and completed within needed times
- Maximize the number of qualified bids from which to select a bidder
- Enhance the opportunity to obtain the most cost-effective contracts
- Avoid even the appearance of conflicts of interest or other improprieties
- Provide opportunities to as many goods and service providers as possible
- Be public and transparent to ensure Council Members, bidders and the general public of adherence to them and of the fairness of the process

Bid Specifications

Specifications must be drafted to maximize competition without compromising required quality and performance. Descriptions of the goods or services to be bid should be complete and precise to minimize misunderstandings among the department submitting the specification, the Purchasing Department, and bidders.

Trade and brand names, manufacturer's catalog names, and model numbers may be helpful for descriptive purposes to guide a bidder in interpreting the City requirements. However, they should not be used to exclude bids for equivalent goods.

The City's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.

Bidder's Lists

In addition to the requirements under section 2.253 of the City Code of Ordinances. The City will take all necessary steps to reach out to minority firms, women's business enterprises, and labor surplus area firms to participate in its procurements. The Purchasing Department will include the Small Business Administration and the West Michigan Minority Contractors Association on all bidder's lists it maintains. The City will also notify Section 3 certified contractors of CDGB projects.

Bonds and Liens

Refer to the Risk Allocation and Insurance section found in the Bid Specification Template available on the Intranet also refer to:

- Contracts without construction
- Public improvement projects

CDBG and Other Federal and/or State Funded Projects

Purchases or work that have received a grant for federal or state funding often have their own procurement requirements. Follow the guidance below and contact the Purchasing and Finance Departments if additional advice is needed for how to proceed.

- For grant funded projects the City must follow all requirements specific to the grant as well as all general federal and state requirements, including but not limited to the federal CFR200 requirements. Departments are responsible for reading and familiarizing themselves with the requirements of the grant and ensuring purchase comply and bid specifications are written to comply with all requirements.
- Each department is responsible for notifying the Purchasing and Finance Departments if a project or purchase will be funded all or in part by CDBG, federal, and/or state funds.
- **Departments shall not enter into contracts or make a purchase from debarred and suspended vendors and contractors.** It is unlawful to hire any firm to do business with the City that is not registered and in good standing with the U.S. government.
    - For all purchases made in association with federal and/or state funding, departments must check the status of the vendor, contractor, and subcontractor to ensure they are NOT listed as debarred or suspended participants on the Federal System for Award Management at www.sam.gov and the State of Michigan debarred list.
    - For all bids or contracts for federal and/or state funded projects or purchases, including for the Community Development Block Grant (CDBG) the suspension and debarment list must be checked as indicated above and the department must print out the resulting pages even if search produces no results. **Departments MUST NOT enter a purchase order or make a purchase until such action has been completed.**
    - As noted above, departments must print out resulting page. The printout must be filed with the department's paperwork for audit and records retention. A copy must also be submitted to the Finance Department for the grant file. If it is for a bid that went through the Purchasing Department forward the pages to the Purchasing Department to retain as well.

- Departments shall follow the City's grant application approval form found on the Intranet prior to purchasing and/or starting the bid process when grant funds are being used.
- As noted in the bidder's list's section of this document, the City will take all necessary steps to reach out to minority firms, women's business enterprises, and labor surplus area firms to participate in its procurements. The Purchasing Department will include the Small Business Administration and the West Michigan Minority Contractors Association on all bidders' lists it maintains. **Departments are responsible for notifying Section 3 certified contractors of CDGB projects.**
- Departments must follow federal conflict of interest guidelines relative to procurement, as cited in the OMB Guidance Section 200.318 General Procurement Standards.
- Departments must follow the requirements of the Davis-Bacon Act. The Davis-Bacon Act applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of $2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. For bids and projects for which the Davis-Bacon Act applies, departments are responsible for ensuring compliance and notifying purchasing.

Contracts

The City may use time and material type contracts only after a determination that no other contract is suitable. Time and material type contracts must include a ceiling price and include a statement that if the contractor exceeds the ceiling they do so at their own risk. In accordance with the City Charter, no employee other than the City Manager has the authority to contract on behalf of the City. Departments must ensure all contracts are reviewed and approved by the City Attorney and filed in the City Clerk's office. Refer to the contracts and agreements table of this document for additional requirements.

Cooperative Purchasing Programs

Cooperative purchasing organizations allow the City access to competitively solicited and publicly awarded contracts. These programs allow the City to purchase items without formally bidding but still require council approval. Contact the Purchasing Department for more information. Refer also to Sec. 2-257 of the Code of Ordinances.

Disposal of City-Owned Property

Disposal of City-owned property must be completed in accordance with the City Charter and Code and in compliance with the City's Theft and any other applicable policy. Taking damaged or salvageable property is a violation of policy, including taking of items discarded in the trash.

If a department must dispose of City owned property or unclaimed police property, contact the Purchasing Department to identify the authorized method of disposal, **prior to disposal**.

Accounting for capital items to be disposed of, traded-in, or transferred to another department shall be the responsibility of the disposing department. The department must complete and submit an asset disposal form available on the Intranet to the Finance Department for each item at the time of its disposal, trade-in or transfer.

Sale of items with a current fair market value above $7,500 requires approval of the City Council. Departments requesting a sale of such items must send a staff report with all supporting documentation to the Purchasing Department. The Purchasing Department will prepare and submit a resolution for the sale of the items for Council review and approval.

Emergency Purchases and Repairs

Emergency situations may arise which require immediate repair or purchase of an item or service. Notice of the need for the emergency purchase of tangible items in excess of $7,500 or repairs in excess of $8,500 shall be made to the City Manager and Purchasing Department **prior to the purchase or repair**. If it is not possible to inform the City Manager and Purchasing Department prior to purchase, notification shall be made as soon as possible after the occurrence.

Though a transaction may have already been completed, emergency purchases and repairs still require City Council approval. Therefore, the requesting department must submit a detailed Staff Report with all supporting documentation by email to the Purchasing Department for attachment to a resolution to concur with the purchase or repair for Council's consideration at the next regularly scheduled meeting.

Emergency repairs and purchases are usually made on an urgent and non-competitive basis. Written justification must be submitted to the City Manager and, when needed, to the City Council. Emergencies created through a lack of planning must be avoided.

Inspection of Materials

The ordering department is responsible for the inspection and acceptance of all materials, supplies, and equipment.

Insurance

Refer to the attached links for insurance requirement guidelines:

- Contracts without construction
- Public improvement projects
- Professional services contracts

Leases

Any lease agreement must be approved by Finance **prior to entering into the agreement**. Government Accounting Standards Board (GASB) Statement 87 on leases changes lease recognition, measurement, and related disclosures for both government lessees and lessors. It is imperative that the Finance Department be notified in order for them to properly account for and include certain required disclosures in the Comprehensive Annual Financial Report (CAFR). Additionally, many leases have to be fully expensed immediately. Failure to inform Finance may cause budget and other issues.

Payment

Before authorizing payment of an invoice, it is the department's responsibility to verify that all items were received in satisfactory condition and that the pricing for all items is correct. For an item/service that was bid or quote received, the department must audit the invoice against the bid awarded or quote to ensure pricing is correct.

Purchasing from a Business Owner Related to an Elected Official

The City Charter and Code includes sections on conflict of interest and antinepotism. Contact the Purchasing Department **prior to** making a purchase from the following relatives of the Mayor and City Council: spouse, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister, or the spouses of any of them. All relationships shall include those arising from adoption of the Mayor or City Council members.

Purchasing from a City Employee

Purchasing any items or contracting for any repairs or services from a City employee or immediate family members requires **prior** approval from the City Manager. Submit such request in writing to the Purchasing Department.

Sole Source

Procurement from only one source may be used only when (i) it is permitted under applicable laws, rules and regulations and grant requirements and (ii) one or more of the following circumstances apply.

- The item or service is available only from a single source and comparable items from another source are unacceptable due to legal limitations (such as warranty terms), differences in performance or durability, incompatibility with other components or systems, increased maintenance or other service costs, or other objective quality difference.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- Repeated or recent solicitations for a number of sources indicate no price, service, quality or other advantage will result from bidding.

Standard Terms and Conditions

All purchases (even if bidding is not required) must adhere to the City Standard Terms and Conditions. These can be found in the Bid Specification Template **available on the Intranet. Some examples of sections in the City Standard Terms and Conditions include:**

- Contractor and sub-contractor requirements related to licenses and permits
- Ineligible contractors related to the Federal System for Award Management lists (www.sam.gov) and Iran linked businesses
- Contractor and sub-contractor requirements related to non-discrimination

Standardization

When deemed to be in the best interest of the City, the City Council has the right to authorize the standardization of a particular brand item and/or product line of items purchased and utilized by the City.

Utilities

Competitive bidding is not required for utility vendors (natural gas, electric, telephone services, water, and sewer).

CHARTS SUMMARIZING CHARTER AND CODE OF ORDINANCE REQUIREMENTS

TANGIBLE ITEMS

Cost	Approval required*	Bids or quotes required	City standard terms & conditions contract required	Purchase documentation
$7,500 or greater	City Council	Sealed bid (unless emergency or sole source)	Yes, it is included with each bid specification	Purchase order
$3,001 - $7,499	Purchasing & Finance	2 documented quotes – Departments must list the quotes when entering invoices or purchase orders in the Finance System. Instructions for doing this are found in the processing guide. Records retention requires quotes be retained for six years; departments shall ensure compliance.	No, unless company requires their own contract, terms and conditions or any document that requires a signature (including the quote) in this case the department must contact the City Attorney to review the documents.	Purchase order or invoice and documented quotes
$3,000 or less	Purchasing & Finance	Not required		Purchase order or invoice
* The Information Technology Director must review technology related purchases prior to bidding or purchasing.				

In accordance with the City Charter, no employee other than the City Manager has the authority to contract on behalf of the City. If a contract/agreement is required, refer to the contracts and agreements chart on the next page for additional information.

If State or Federal funds or grants are used for purchases, the department must follow the applicable purchasing regulations. In these instances, the regulations may be more stringent than the above listed chart. Departments are responsible for reading and familiarizing themselves with the requirements of the grant and ensuring purchases comply and bid specifications are written to comply with all requirements. Departments shall follow the City's grant application approval form found on the Intranet prior to purchasing and/or starting the bid process when grant funds are being used.

REPAIRS AND MAINTENANCE AND PROFESSIONAL SERVICES

Cost	Approval required*	Bids or quotes required	City standard terms & conditions – professional services contract required**	Purchase Documentation
$8,500 or greater	City Council	Sealed bids preferred (but not required) City Manager may authorize acceptance of quotations instead of sealed bids.	Yes	Purchase order
$3,001-$8,499	Purchasing & Finance	2 documented quotes - Departments must list the quotes when entering invoices or purchase orders in the Finance System. Instructions for doing this are found in the processing guide. Records retention requires quotes be retained for six years; departments shall ensure compliance.	Yes	Purchase order or invoice and documented quotes
$3,000 or less	Purchasing & Finance	Not required	Yes	Purchase order or invoice

* The Information Technology Director must review technology related purchases prior to bidding or purchasing.
** If the vendor has their own terms and conditions, contract or requires a signature on any document these must be reviewed and approved by the City Attorney.

In accordance with the City Charter, no employee other than the City Manager has the authority to contract on behalf of the City. If a contract/agreement is required refer to the contracts and agreements chart below for additional information.

If State or Federal funds or grants are used for purchases, the department must follow the applicable purchasing regulations. In these instances, the regulations may be more stringent than the above listed chart. Departments are responsible for reading and familiarizing themselves with the requirements of the grant and ensuring purchases comply and bid specifications are written to comply with all requirements. Departments shall follow the City's grant application approval form found on the Intranet prior to purchasing and/or starting the bid process when grant funds are being used.

SOFTWARE AND SOFTWARE USAGE LICENSES

Cost	Approval required*	Bids or quotes required	City standard terms & conditions – professional services contract required**	Purchase documentation
$8,500 or greater	City Council	Not required	Yes, if the circumstance requires City Council approval, contact City Attorney at least 2 weeks prior to submittal of Staff Report to Purchasing	Purchase order
$3,001-$8,499	Information Technology			Purchase order or invoice
$3,000 or less	Information Technology			Purchase order or invoice

* The Information Technology Director must review technology related purchases prior to bidding or purchasing.
** If the vendor has their own terms and conditions, contract or requires a signature on any document these must be reviewed and approved by the City Attorney.

In accordance with the City Charter, no employee other than the City Manager has the authority to contract on behalf of the City. If a contract/agreement is required, refer to the contracts and agreements chart on the following page.

If State or Federal funds or grants are used for purchases, the department must follow the applicable purchasing regulations. In these instances, the regulations may be more stringent than the above listed chart. Departments are responsible for reading and familiarizing themselves with the requirements of the grant and ensuring purchases comply and bid specifications are written to comply with all requirements. Departments shall follow the City's grant application approval form found on the Intranet prior to purchasing and/or starting the bid process when grant funds are being used.

CONTRACTS AND AGREEMENTS

In accordance with the City Charter, no employee other than the City Manager has the authority to contract on behalf of the City.

Contract amount	City standard terms & conditions contract required?	Review required	Approval required	Execution	Original contract and amendments to be filed in the City Clerk's Office
$8,500 or greater	Yes	City Attorney Director of I.T. – if for technology related purchases (includes hardware, software, security systems, etc.)	City Council	Mayor and City Clerk (City Council may also authorize City Manager)	Yes
$501-$8,499	Yes		City Manager	City Manager	Yes
$500 or Less	Yes		City Manager	City Manager	Yes

Many vendors submit quotes that refer to terms and conditions for their company. The department must carefully review the quotes to ensure there are not links or terms and conditions listed on the quote that contradict the City's Standard Terms and Conditions. Departments should not sign quotes. Contact the Purchasing Department with any questions.

ADDITIONAL REQUIREMENTS AND INFORMATION - FINANCE

Vendor Setup

- New vendors cannot be set up without a signed W-9. Please email W-9 and any supporting documentation (Different remit address, ACH information, etc.) to Berridgea@wyomingmi.gov
- The vendor name on the invoice must be the same as the name in the resolution.
- Once the new vendor is entered, a reply email will be sent with the vendor number.
- Refunds/reimbursements are exempt from the above requirements. An email with the vendor information is enough for these.
- Please email any vendor changes (New remittance address, new ACH information, etc.) to Berridgea@Wyomingmi.gov when received. This will allow the invoicing process to proceed without interruption. If the vendor is changing their name or EIN a new W-9 is required. If the vendor had been awarded a bid, department must also notify the Purchasing Department of name change.

Things to Verify Prior to Finance Department Purchase Order Approval

- Is the correct Form type used? (Contract – Blanket, Regular or Return to Dept – Standard), refer to the finance system processing guides section of this manual for additional details.
- Is an additional quote included in notes per the limits (see chart)? If not, a note indicating why is required. For emergency purchases, the note must include the date the City Manager authorized the purchase and the date you informed the Purchasing Department via email of the emergency. If it is a sole source the note must include the date you discussed with Purchasing Department.
- Is the correct Resolution referenced when needed?
- Does the contract PO expiration date match the Resolution?
- Does the vendor name match the Resolution/Staff Report documentation?
- Does the PO amount match the Resolution/Staff Report documentation? (If there is not a total amount indicated in the Resolution/Staff Report, please include the unit price in the item description)

Petty Cash

Petty cash purchases should be avoided whenever possible. However, if petty cash must be used **<u>the department head or designee must approve</u>** such purchase.

- Purchases by an employee which are not allowable expenses will not be reimbursed.
- Items, repairs, or services which cost less than $50 from a vendor with whom the City does not have and account may be obtained by a department directly from the vendor. The cost will be reimbursed from petty cash upon presentation of the original, detailed, paid receipt.
- Reimbursement requests submitted with a copy of a receipt rather than an original, will not be reimbursed.
- The petty cash form and instructions are available on the Intranet under forms: http://info/hr/hr-forms.asp

- Reimbursement for items paid for by a City employee costing $50.00 or more must be entered as an invoice by the department and will be reimbursed to the employee by check or EFT.

Fifth Third Credit Card

Credit card purchases must also follow the City of Wyoming procurement card policy and procedures.

- Each department has been assigned City credit card(s) to be used for approved purchases and traveling ($2,500 credit limit).
- Credit card receipts not related to a travel and training event must be entered as individual invoices per transaction.
- **Itemized receipts** must be provided for all credit card purchases. Tape or copy the receipt to a full sheet of paper. Be careful not to cover any details with tape as the print will quickly fade.
- Credit card receipts related to travel and training must be sent with a copy of the approved travel request to finance for entry.
- Credit card invoices must be in a **separate batch** from other accounts payable invoices. Multiple credit card invoices may be entered into one batch, but the batch must not include payment to other vendors. Use the Fifth Third Credit Card vendor (#10374).
- Credit card billing cycle is through the 26th of each month. On the 27th of each month, the credit limit resets. Purchases after the 26th of the month must be entered in a **separate batch** from the rest of the month.
- Invoices must be entered with no due date and submitted to the Finance Department. Invoices must be entered as received, **do not hold them until the end of the month**.
- If sales tax is charged on the City credit card, the employee must return to the vendor to have it credited. If this is not practical, then the tax must be paid by the department making the purchase.

Finance Invoice Approval: What We Look For

- Vendor – Are we paying the correct person/business as indicated on the invoice? Does it match the W-9 and Resolution (if applicable)?
- Address – Is the remittance address selected the correct mailing address as indicated on the invoice?
- Invoice Number – Is the invoice number exactly as shown on the invoice?
- Invoice Date – Is the invoice date the same as the invoice?
- G/L Date – Make sure at the end of the fiscal year (June 30) the appropriate year is selected.
- Amount – Is the check amount correct per the invoice?
  - Is sales tax excluded?
  - Is the purchase in accordance with the Purchasing Policy guidelines?
  - Does the amount require quotes, a purchase order, or Council approval? If yes but one is not referenced, the invoice will be returned to the department to make the corrections.
- G/L Account – Does the account selected relate to the items being purchased?
  - If every invoice in the batch is verified, the entire batch is approved for payment and transactions are posted to the general ledger accounts. All invoices are then scanned into OnBase as part of the permanent A/P file.
  - If any item above needs to be corrected, the entire batch may be returned to the entry level for correction. Individual invoices and partial batches cannot be approved.

SEALED BID/PROPOSALS – STEP BY STEP GUIDE

- Requesting department will:
  - Call or email the Purchasing Department informing them of the upcoming bid/proposal
  - Enter the specifications using the Bid Specification Template on the Intranet.
  - Email the specifications (in Word format) to Laura Jackson (cc Connor Zuidema).
  - Email the bidder's list (in Word format) to Laura Jackson (cc Connor Zuidema).
  - The email address for all bidders must be included. The Purchasing Department is required to maintain a bidders list according to the City Charter.
- Purchasing Department will:
  - Assign a bid opening date/time (bids are opened by the City Clerk on Tuesdays at 11:00 AM).
  - Review and make any necessary updates/changes. When appropriate the Purchasing Department will send the list back to the requesting department for final review. Once final updates/changes are complete, the Purchasing Department will:
    - Email the final bid/proposal to the requesting department contact person and "cc" the department head(s).
    - Email the final bidders list to the requesting department contact person.
    - Email the legal notification to the Clerk's Office.
    - Post the bid to the website.
    - Email notifications to all registered bidders (with a valid email).
    - Attend the bid opening. It is recommended that a representative from the requesting department also attend the bid opening.
- After the bid opening, the requesting department will:
  - Create and email a tabulation sheet (Word and PDF formats) to the Purchasing Department within 72 hours of the bid opening. The tabulation sheet will then be posted to the City website. For bids that cross multiple departments, the Purchasing Department will create the tabulation sheet and will email the requesting departments a copy.
  - When ready to go to Council, the requesting department must create a Staff Report (if there is a tabulation sheet, embed into the Staff Report). The requesting department must then email the Staff Report (Word format) and all other supporting documents (Word or PDF) to the Purchasing Department. The Purchasing Department then follows the directions in the next step.
- The Purchasing Department will:
  - Create the Resolution and email the Resolution, Staff Report and any other supporting documents to the Agenda Items email. The Purchasing Department will also "cc" the department who requested the bid. This will inform the department that the item was submitted to the agenda.

AGENDA ITEMS (PURCHASING RELATED)

If you are unsure if an agenda item should be submitted through the Purchasing Department or directly to the Clerk's office, please contact the Purchasing Department. Tangible items, repairs, professional services, concurrence with emergency purchases, and award of bids are examples of items for which the Purchasing Department prepares resolutions.

If the agenda item should be submitted through the Purchasing Department, follow the guidelines in the chart below.

City Council Regular Meetings - 1st and 3rd Monday of each month

Document	Instruction	Deadline
Contract (if required)	Department must email the contract/agreement and supporting documents to City Attorney to review, revise (if necessary), and approve. Copy the Purchasing Department on the email.	Two weeks prior to the Council meeting
Budget Amendment	Check your budget to determine if a budget amendment is needed. Email the request for the budget amendment to Christine McKinley in the Finance Department. Copy the Purchasing Department.	4:00 PM, Tuesday prior to the Council meeting
Staff Report	Draft the staff report using the template provided on the Intranet. Email staff report (Word format) and supporting documents, including the final (City Attorney approved) version of any required contract/agreement to the Purchasing Department. Do not combine all documents into one file, instead send them all in one email with separate attachments (i.e. staff report, quote, contract). If an item is related to technology (including security systems), the staff report must include a statement from the IT Department. Contact the Director of Information Technology to obtain this statement prior to submitting the staff report to purchasing.	4:00 PM, Tuesday prior to the Council meeting Note: please do not wait until the deadline, submit as soon as possible but no later than the time specified above.
Resolution	The Purchasing Department will draft the resolution and will submit the resolution, staff report and supporting documents to the Clerk's Office for them to place on the agenda.	

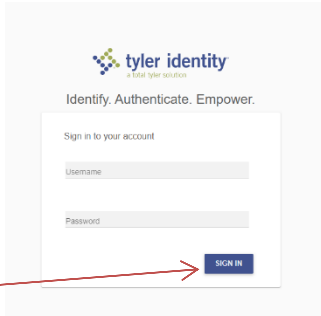
City Council Work Sessions - 2nd Monday of each month

Consult with the Purchasing Department prior to drafting the staff report to ensure purchasing policies are in accordance with City Charter and purchasing procedures.

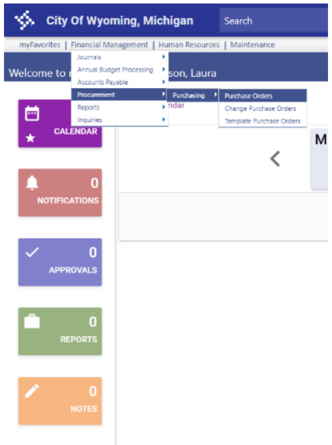
Email the Staff Report to agendaItems@wyomingmi.gov and copy jacksonl@wyomingmi.gov and zuidemac@wyomingmi.gov. Include the meeting date and description in the subject line. The deadline is noon on the Wednesday before the work session.

Email jacksonl@wyomingmi.gov and zuidemac@wyomingmi.gov no later than 8:00 a.m. on the day after the work session and advise them if the item is moving forward to a regular meeting. If so, provide them with the date of the meeting and advise them if additional information is necessary. If a contract, budget amendment, or Information Technology Department review is required for the item, follow the instructions included in the above chart. Purchasing Department staff will prepare the resolution and submit to agenda items for the regular council meeting.

Entering Purchase Orders

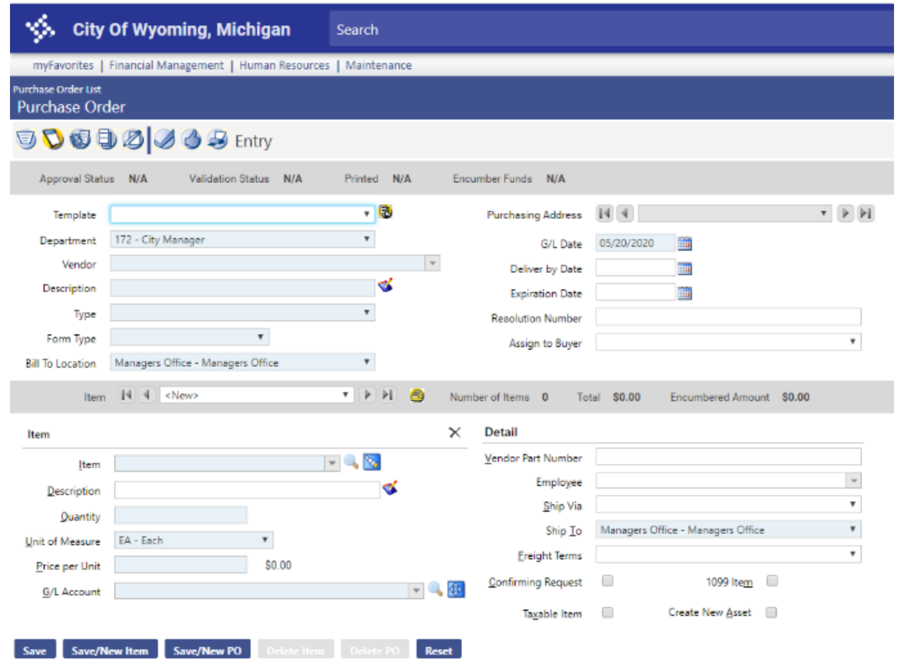


- Sign on to New World (LOGOS)
  - [City Intranet Page]
  - Click on the [LOGOS] link
  - SIGN IN



- Bring up the “Purchase Order List” screen:
  - Financial Management
  - Procurement
  - Purchasing
  - Click on “Purchase Orders”
  - Click the New button at the bottom of the screen

CREATING A PURCHASE ORDER



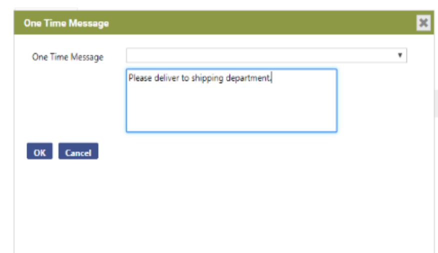
- **Template** – Only used if department created a template.
- **Department** – Select the department a
  - If the PO requires approval of IT or multiple departments, enter the appropriate code in the department field as follows:

    000 IT approval

    002 2 departments

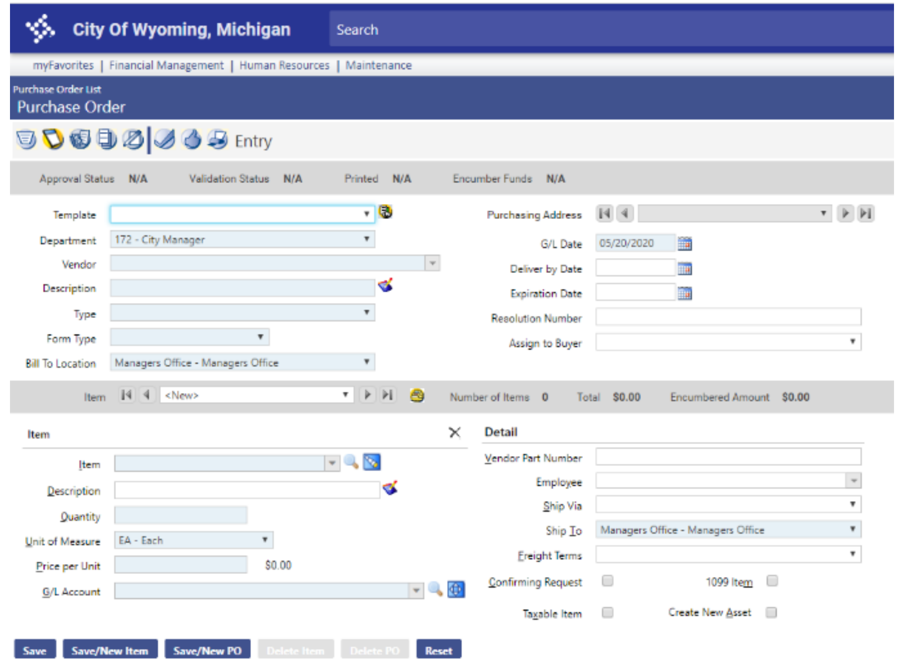
    003 3 departments

    004 4 departments
- **Vendor** – Enter vendor name - If information is incorrect or vendor does not exist follow <u>finance procedures to set up a new vendor.</u> A completed <u>W9</u> form is required by Finance to set up a new vendor.
- **Description** – Enter a brief description (office supplies, auto parts, etc.).
- **One Time Message** - This **<u>will print at the bottom of the purchase order</u>** (not required but can be used when a special message is needed for the vendor).



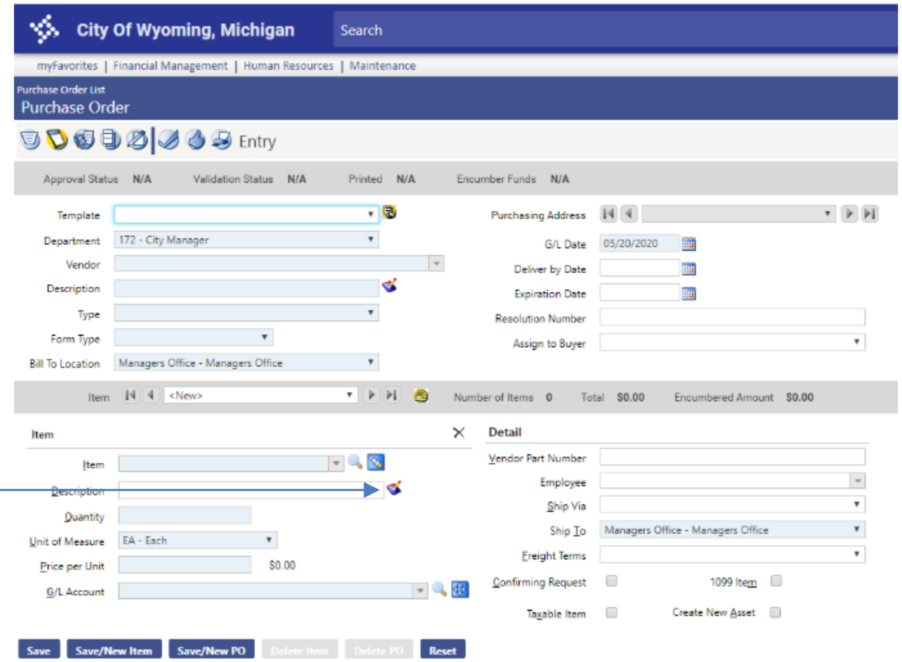
- **Type**
  - <u>Regular</u> – Primarily used for one time purchases.
    - PO is sent to the vendor by US Mail
    - Encumbers Funds
  - <u>Contract</u> – Primarily used when multiple purchase will be made over a period of time such as bark, fertilizer, chemicals, office supplies, etc. When invoices are entered the department must apply the purchase against the Contract Purchase Order.
    - Mailed to the vendor by US Mail
    - Does not Encumber Funds

- **Return to Department** - PO's are to be sent to the vendors only by the Purchasing Department. In rare instances departments when a department needs to send a PO directly to a vendor, this type of PO should be entered. **Departments should avoid using this type of PO except for these rare instances.**
    - PO is sent to the department
    - Encumbers Funds
- **Form Type**
    - "STND-Standard" – use for Regular and Return to Department PO's
    - "Blanket-Blanket" – use only for Contract type PO's.

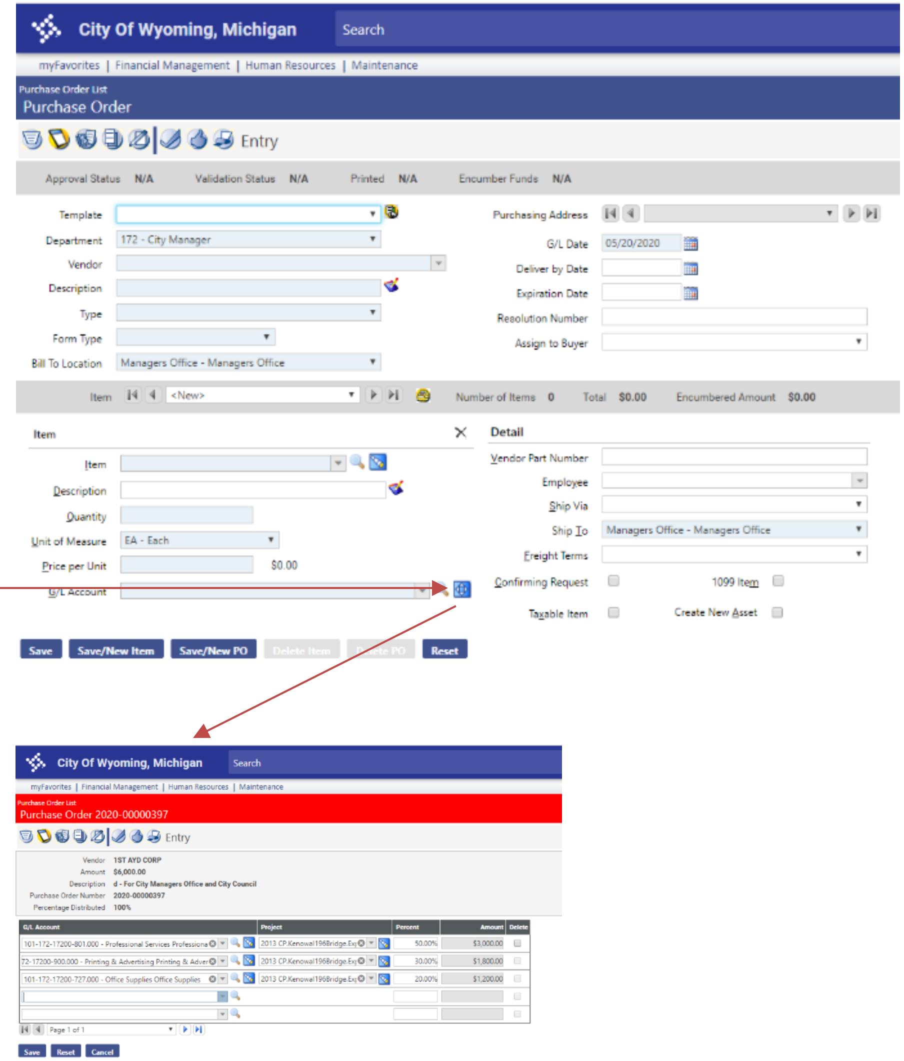


- **Bill to Location** – Select department
- **Purchasing Address** – **Important: hover over to confirm the address for the company is correct**. If incorrect, select correct address from drop down menu. If correct address is not listed, contact vendor to confirm correct address. If address needs to be updated follow finance vendor setup procedures to update.
- **G/L Date** – Automatically will have the current date. Do not change unless directed by the Finance Department. Pay special attention to the G/L date at fiscal year end (6/30). Follow the directions by the Finance Department for G/L date at fiscal year end.
- **Deliver by Date** – Not required
- **Expiration Date** – Enter for Contract type PO's only
- **Resolution Number** – If approved by the City Council the resolution number and date **is required**. This field has limited spacing, enter only per the following example: #12345 dated 11/12/20. If there is a resolution and the number and date is not included, the PO will be returned back to the department.
- **Assign to Buyer** – Leave blank

- **Item** – Enter a basic description of the item to be purchased ("pens" not "fine, blue pens")
- **Description**
  - Regular and Return to Department PO's - enter a detailed description of the item (Papermate blue ink pens #N163301).
  - Contract PO's - use the detailed description icon, enter a detailed description of the contract including details of what will be purchased, contract expiration date (this will print on the PO). *Example: "Blanket PO for safety items including sensors, glasses, ear plugs, etc. Will be ordered as needed for the City's Clean Water Plant. Expires: 5/1/22"*)
- **Quantity**
  - Regular and Return to Department PO's - Enter quantity
  - Contract PO's – Enter 1
- **Unit of Measure**
  - Regular and Return to Department PO's - Select unit of measure
  - Contract PO's – Select CT "Contract"
- **Price Per Unit**
  - Regular and Return to Department PO's - Enter price per Unit of Measure
  - Contract PO's - Enter the total expenditure. If a resolution is required for the purchase, the total amount must match the amount as listed on the resolution.

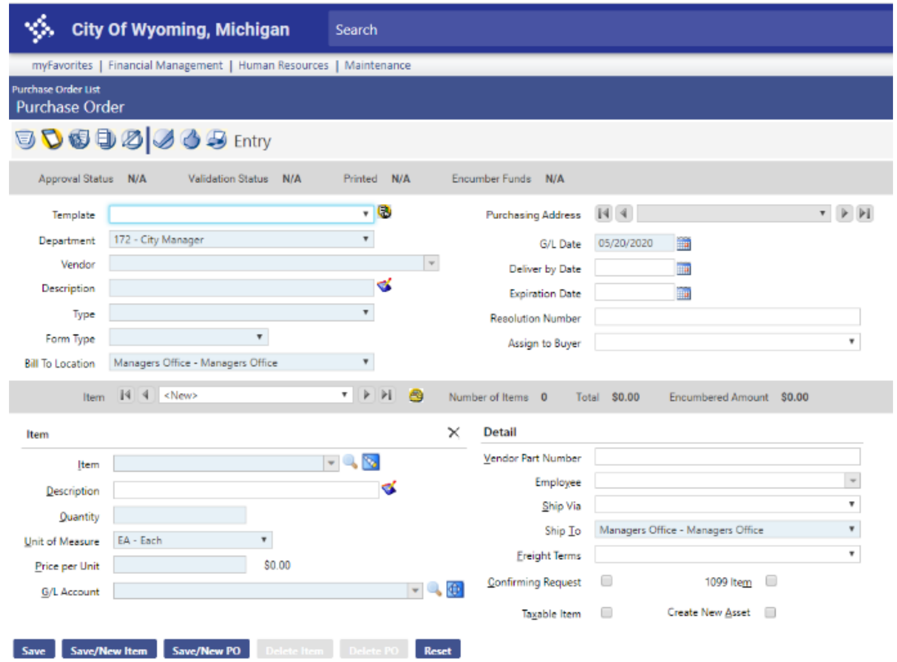


- **G/L Account (General Ledger)**
  - Enter the G/L account number
    - If the purchase requires multiple G/L account numbers, click the multiple G/L icon. If assigned to a Project, also select the Project. Enter the account numbers and percentages or dollar amounts and then click Save, then click Cancel.
    - If the G/L account is set up to accept projects, the project line item box will appear. If required, enter project from drop down list. If you need to have a project assigned, created, or if the project box does not appear when needed **you must** contact Finance Department. Do not continue entering. If not required, leave blank.



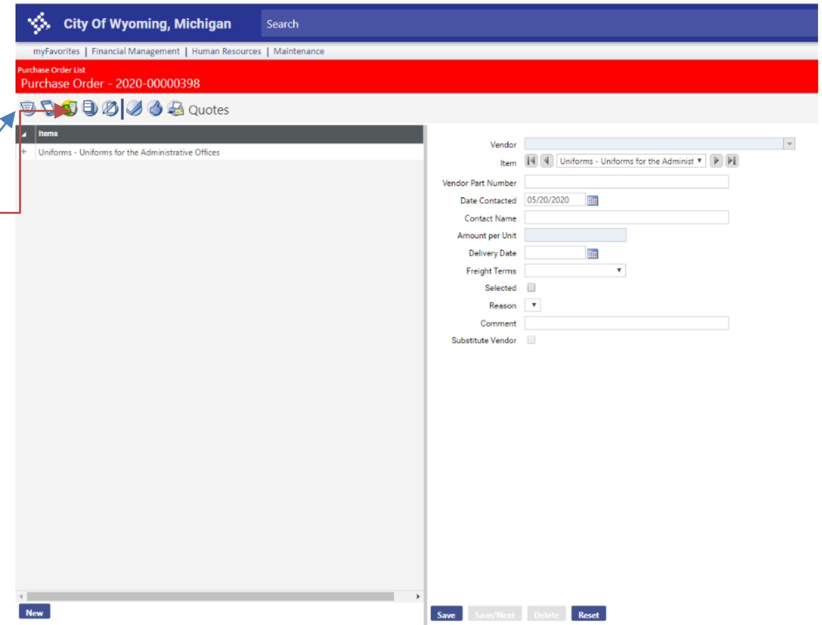
- **Vendor Part Number**
  - Not required, but will print on the purchase order.
- **Employee**
  - Leave blank
- **Ship Via**
  - Leave blank
- **Ship To**
  - Defaults to department
- **Freight Terms**
  - Do not change (defaults to FOB destination)
- **Confirming Request**
  - Do not check
- **Taxable Item**
  - Do not check

- **1099 Item**
  - Check box for repairs and maintenance and any services, do not check for tangible items.
- **Create New Asset**
  - Do not check
- **If Quotes, Documents or Notes are not required as per the charts:**
  - Regular and Return to Department PO's
    - Click Save/New Item enter another item to the PO
    - When all items are entered click Save
  - Contract PO's
    - Contract PO's only have one line item – Click Save
- After all PO's are entered proceed to page 28. **If Quotes, Documents or Notes are required proceed to next page for directions.**



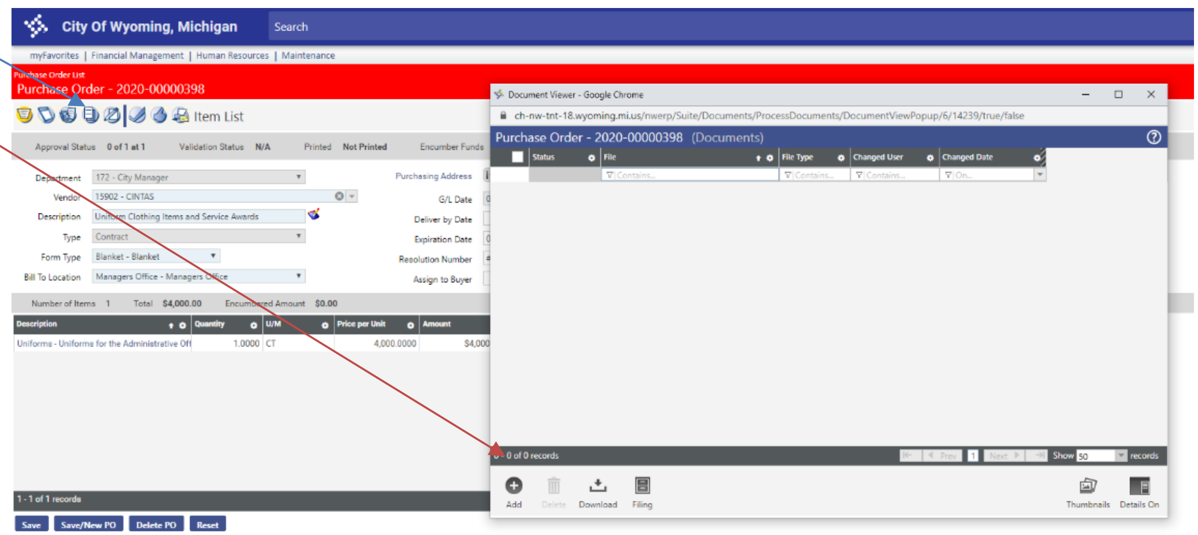
QUOTES:

- Refer to the Limits and Requirements as stated in the Purchasing Policy and Procedures charts if quote(s) are required. If quote(s) are required, click on the Quotes icon . (Quotes **are not printed on PO's**)
  - Complete all fields
  - Click Save
  - New to add another quote
  - After all quotes are entered - click on Item List icon



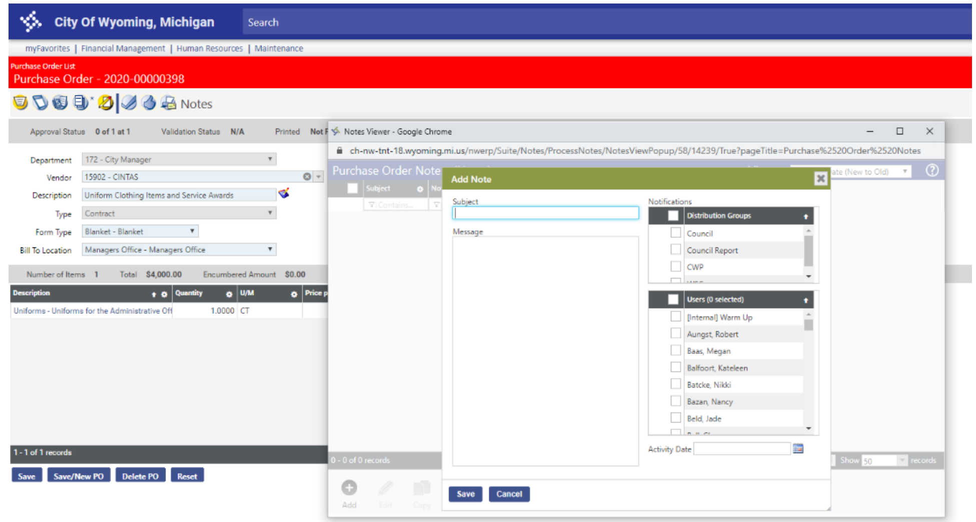
Attaching Documents:

- Click the Document icon
  - Click "Add" (bottom of box)
  - Click "Upload"
    - A new box will appear, drop the files in the box or click in the box to upload (must be PDF format).
    - Click on the "x" to exit the box when finished downloading
    - Click on the "x" the box
  - The document icon will now look like: *. The asterisks indicate that documents are attached.
  - Click on Save if you are done entering PO's
  - Click on Save/New PO to enter a new PO



Special note on attaching documents:
This is not typically used but available if hard copies of documents (quotes, purchase agreements, etc.) are required. Used for internal documentation only – not sent to vendor.

Notes:



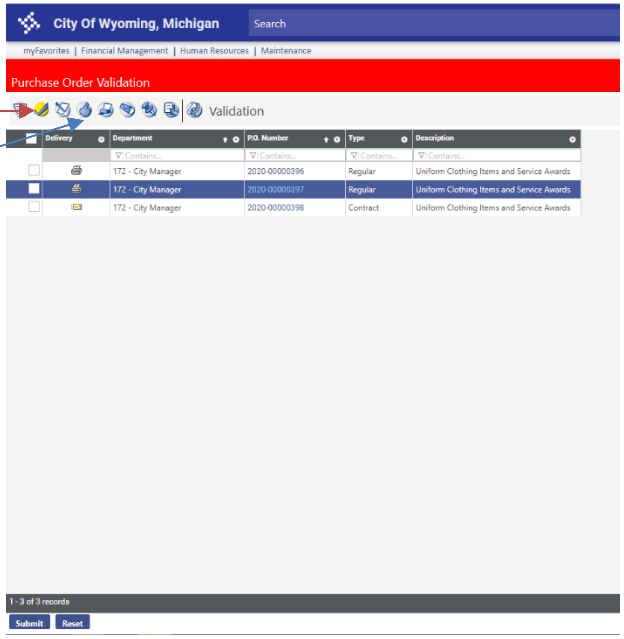
- You can send notes to other users regarding the PO by clicking on the Notes icon

  - Click on “Add” at the bottom of the box
  - Enter Subject
  - Enter Message
  - Click on box of Notifications on who this is to be sent to. You can either send it to a group of people or individual users.
  - Enter Activity Date – this will be the date that the notification will be sent to the user
  - Click Save
  - Click on the “x” on the top right of the box
  - The Notes icon * will now have an asterisk next to it indicating a note is attached.

Finishing the PO:

- Save use after all items are entered for the PO and entry is complete
- Save/New Item use to add another item to the PO
- Save/New PO to save PO and enter a new PO
- Delete Item to delete an item from the PO (If light grey, you don’t have permission. Contact the Purchasing Department.)
- Delete PO to delete the entire PO (If light grey, you don’t have permission Contact the Purchasing Department.)
- Use the breadcrumb to return to the “Purchase Order List” screen.

Finishing the Batch of PO's:



- Validate - Click "Validation" icon
  - Check the boxes next to the PO
  - Submit after you have all the boxes checked
    - A validation list will appear at the bottom of the screen
  - Approve – Click "Approval" icon

Important - Inform the person in your department that approves the PO's that there are PO's that need approval. If a PO requires multiple department approvals, inform the approval person for all departments.

Finance and Purchasing can not approve or print PO's until all approvals are completed.

Approvals:

- **Department Head or Designee Approval**

  Go to:

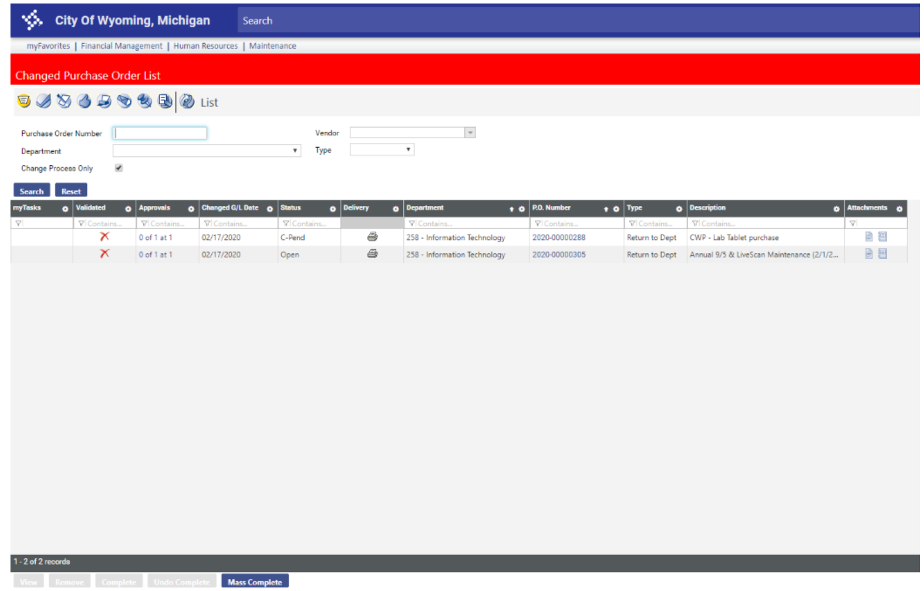
  - Financial Management
  - Procurement
  - Purchasing
  - Purchase Orders
  - Click the "Approvals" icon
  - Hover over the PO number to review details. Clicking on the PO number will open the PO and will provide more details.
  - Check each PO for:
    - The PO is entered as the correct type (Regular, Return to Department or Contract)
    - If a Contract PO, expiration date is entered
    - G/L account number is correct
    - Project number is entered (if required)
    - Resolution number and date are included (if required)
    - Notes, Quotes and Documents are attached (if required)

- PO can also be returned to the entry level person by clicking on $\boxed{\text{Return}}$ or $\boxed{\text{Deny}}$ denying.
- Click on the Purchase Order Approval Link (breadcrumb) to return to the list of POs'.
- When all PO's are reviewed, click $\boxed{\text{Submit}}$

- **Finance Approval**
  - Reviews the PO and will either approve, return or deny
- **Purchasing**
  - Reviews and Processes (printing and distribution) the PO's

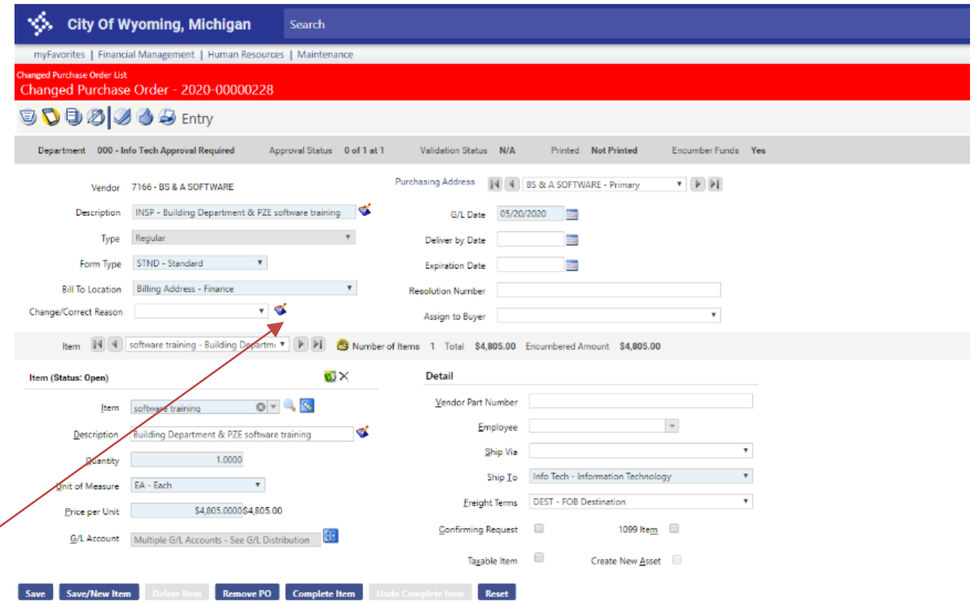
Change/Close Purchase Orders:

Users can request a change to a PO using the “changed purchase order list and entry” screens.



- Go to the ‘Change Purchase Order” screen
  - Financial Management
  - Procurement
  - Purchasing
  - Change Purchase Orders
- Complete any or all of the following fields:
  - Purchase Order Number – Enter the PO number
  - Department – Select a department.
  - Vendor – Enter the vendor name.
  - Type – Select PO type.
  - Change Process Only – **Uncheck this box**. Leaving this box checked will return only POs that are currently in the process of being changed.
- Click Search
  - A list of POs matching your criteria will be displayed.
  - Select the PO to change by clicking on the PO number
  - You will be directed to the PO entry screen to make necessary changes

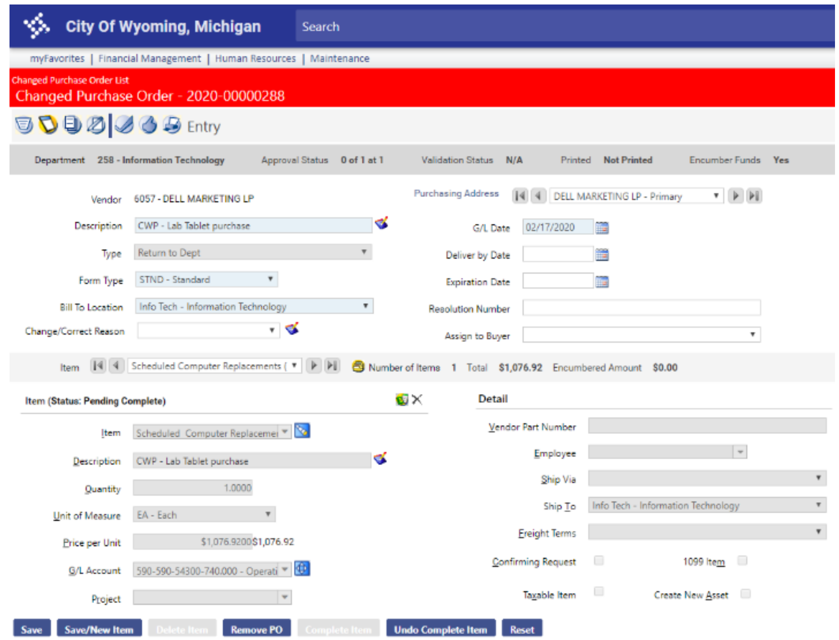
- Select the appropriate Change/Correct Reason (additional directions for each type follow):
  - Closing – Closing - Invoice not applied
  - Select if there were no invoices applied against the Purchase Order but it may be closed.
  - Complete – Completed PO
    - Select if all items have been received and associated invoices have been processed and the Purchase Order may be closed.
      - ALL items remaining open on the invoice must be marked completed. Follow these steps:
        - Select the Item from the drop-down list.
        - Click Complete Item
        - Repeat for any remaining open items.



  - Decrease – Decrease PO (additional information to decrease a PO can be found on the next page.)
    - Select to decrease the total amount assigned to the Purchase Order. Purchase Order will remain open.
  - Increase – Increase to PO (additional information to increase a PO can be found on the next page.)
    - Select to increase the total amount assigned to the Purchase Order or add a new item. Purchase Order will remain open.
  - Void – Void PO
    - Select to completely void the Purchase Order.
- Use the if the Change/Correct reason that you need is not included in the drop down.
- If you are viewing a Change Purchase Order and find yourself in the Change Purchase Order process screen, but don't have any changes to make, you can use the "Remove PO" button at the bottom of the screen. If you don't have permission contact either Purchasing or Erica in Finance.

Decrease/Increase a PO:

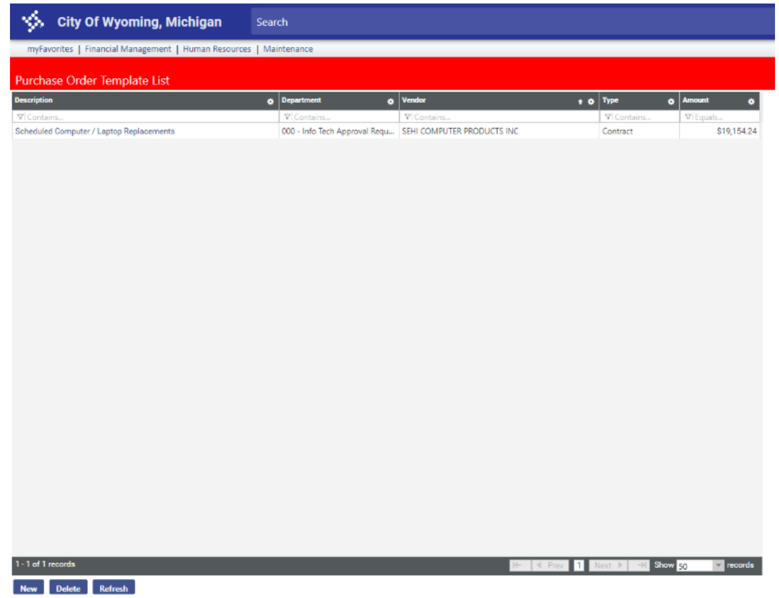
Note when <u>increasing</u> a PO, refer to purchasing guidelines for council approval/quote requirements. If an additional Resolution was approved for the increase, this must be noted on the Changed PO, either in the Resolution Number, Description, or Notes field.



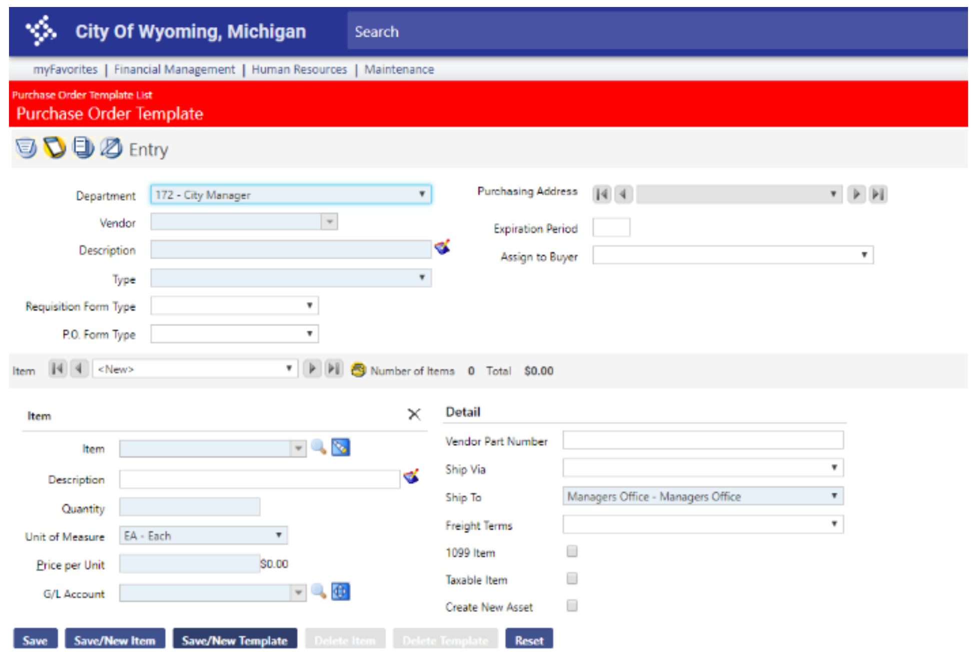
- Go to the 'Change Purchase Order" screen
  - Financial Management
  - Procurement
  - Purchasing
  - Change Purchase Orders
- Complete any or all of the following fields:
  - Purchase Order Number – Enter the PO number
  - Department – Select a department.
  - Vendor – Enter the vendor name.
  - Type – Select PO type.
  - Change Process Only – **Uncheck this box**. Leaving this box checked will return only POs that are currently in the process of being changed.
- Click Search
  - A list of POs matching your criteria will be displayed.
  - Select the PO to change by clicking on the PO number
- You will be directed to the PO entry screen to make necessary changes
- Select item, adjust price per unit. Explanation may be added by clicking the Detail Description button.
- To add an item to the PO, click the Save/New Item button and follow PO entry instructions.
- Click "Save" if entry is complete
- <u>Validate</u> - Click "Validation" icon
- <u>Approve</u> – Click "Approval" icon

TEMPLATE PO'S

For recurring purchase orders. When used, it will complete all fields created on the template. Users will make any necessary changes and then save the Purchase Order.

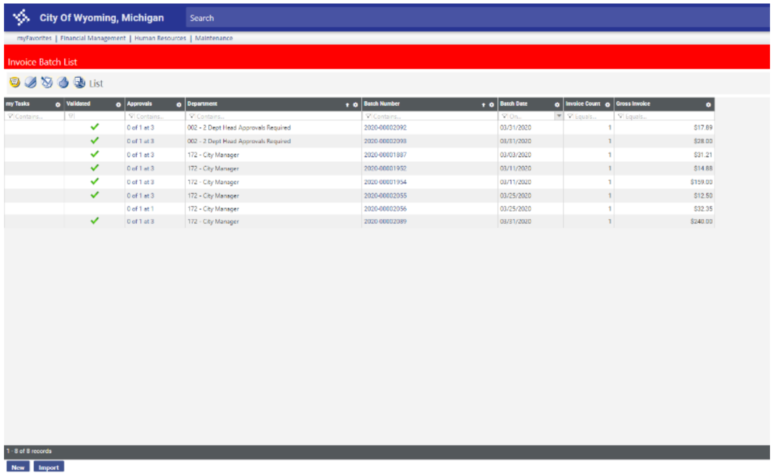


- Financial Management
- Procurement
- Purchasing
- Template Purchase Orders
  - To enter a new template, click $\boxed{\text{New}}$
  - Complete the necessary fields and then click $\boxed{\text{Save}}$. Click $\boxed{\text{Save/New Template}}$ to save the template and enter another.
  - There are no approvals required or encumbrances for templates.
  - Users may now use the template. Choose the template from the drop-down list on the "purchase order entry" screen.



Invoice Entry

- Financial Management
- Accounts Payable
- Invoice Entry Batches
  - The Invoice Batch List screen shows all open invoice batches related to your assigned department(s) along with basic information about each batch:
    - Click New to create a batch to enter invoices
- The next screen will allow you to set up batch details which will carry through to each invoice entered on this batch.

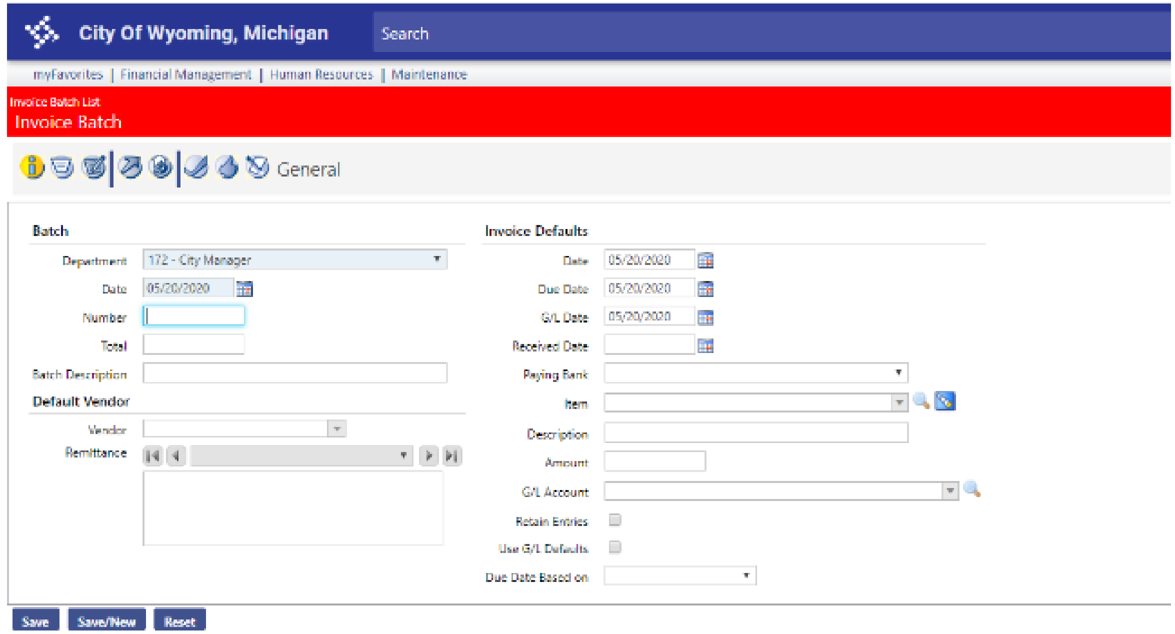


General Information Screen

- **Department**
  - Default is user's primary department.
- **Date**
  - Default is today's date. Leave as is unless otherwise instructed. Procurement
- **Number**
  - Leave Blank
- **Total**
  - Leave Blank
- **Batch Description**

  Provide a brief description of the batch, include date, name, and description (if appropriate).

  Example: (1/1/19 smiths 5/3 CC).
- **Vendor**
  - Leave Blank
- **Remittance**
  - Leave Blank
- **Date**
  - Delete date; invoice dates will vary.
- **Received Date**
  - Leave Blank
- **Due Date**
  - Delete date; invoice due dates will vary.
- **G/L Date**
  - Leave as is unless otherwise instructed.



- **Paying Bank**
    - Select GF – General Fund

Some of the remaining fields (**Vendor, Item, Description, G/L Account**) may be completed if every invoice in the batch is the same, as these fields will carry into each invoice entered in this batch. Do not complete any of the remaining fields not discussed here.

- Click Save

There are four types of invoice entry screens available:

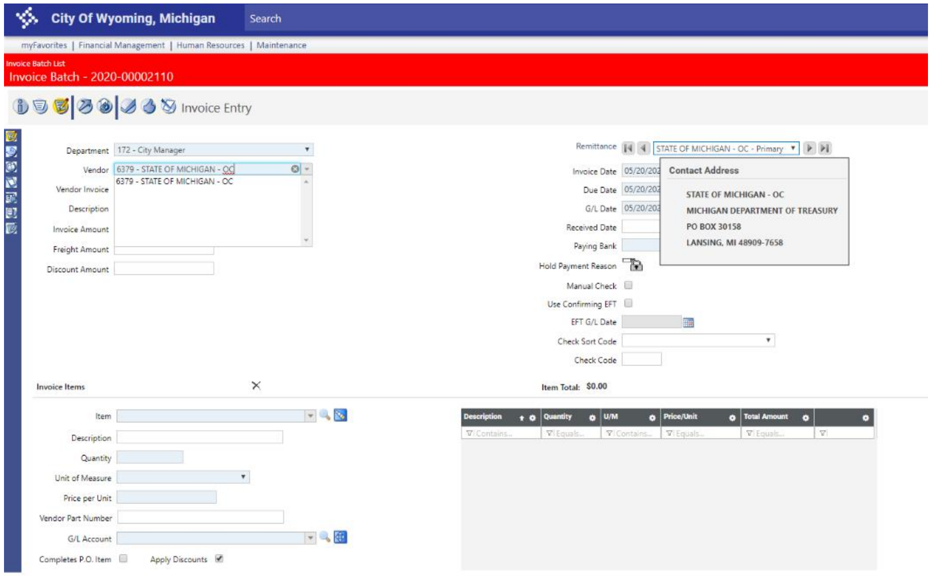
Invoice Entry (default) – standard invoice entry screen

Quick Invoice – designed for speedy entry of invoices with only one item or against blanket purchase contract

Temporary Vendor Invoice – designed for a one-time payee (**only use for reimbursements or refunds**)

Select Purchase Order – used to enter an invoice against an existing PO

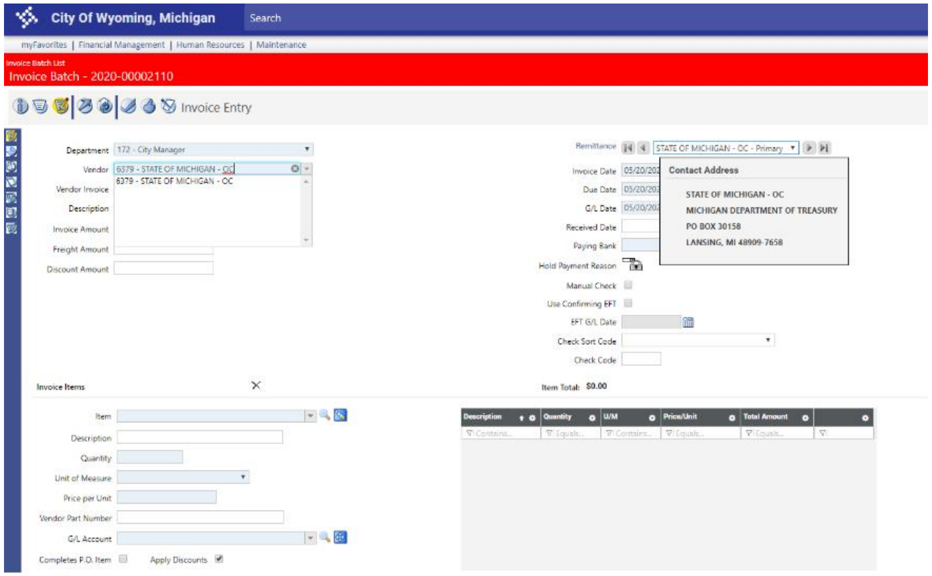
Invoice Entry (default) entry screen



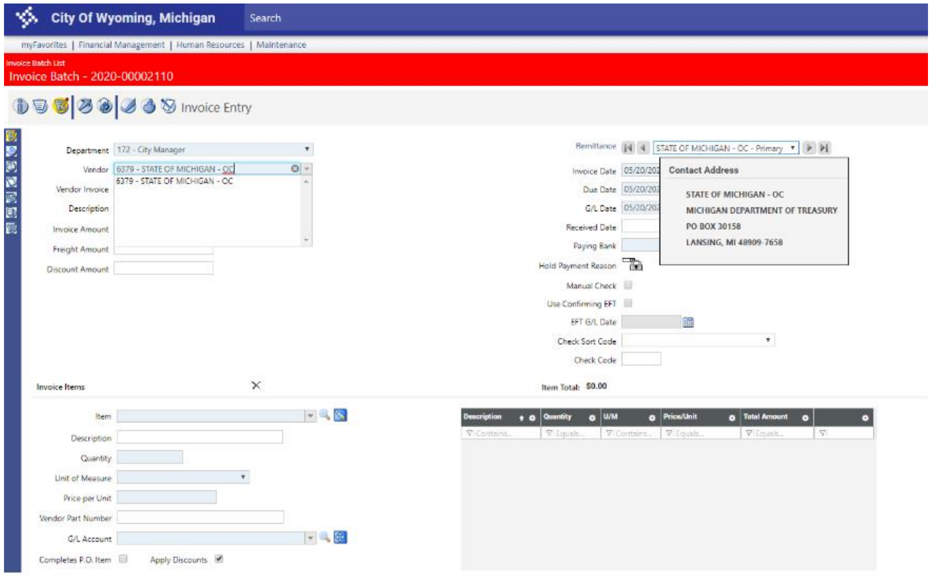
The top section provides basic vendor and invoice information for payment.

- **Department**
  - Default from batch setup
- **Vendor**
  - Enter vendor name or number (search any part of the name; be aware of common abbreviations).
  - List provides only authorized vendors. If not in the list, see vendor setup instructions.
- **Vendor Invoice**
  - Enter the invoice number exactly as it appears on the invoice.
  - If number not provided, leave blank and system will generate.
- **Description**
  - Brief description/account details/message to vendor.
  - This field prints on the check stub.
- **Invoice Amount**
  - Total amount from invoice (tax exempt).
  - Credit memos should be entered as negative amounts.
- **Freight Amount**
  - Optional separate entry.
- **Discount Amount**
  - Do not complete.
  - If taking advantage of discount terms, amount entered must reflect amount being paid and due date must ensure discount applies.

- **Remittance**
  - Hover over field to verify address is correct to mail payment.
  - If not, select from drop down or follow vendor setup instructions to add new.
- **Invoice Date**
  - Enter the date as shown on the invoice.
- **Due Date**
  - Enter date as 30 days from the invoice date unless vendor requires earlier/later payment.
  - Monitor closely to avoid account disruption or late fees.
- **G/L Date**
  - Leave as is (default from batch setup).
- **Received Date**
  - Not required.
  - May enter date items received if relevant to departmental tracking.
- **Paying Bank**
  - GF – General Fund (default from batch setup).
- **Hold Payment Reason**
  - Do not complete.
- **Manual Check**
  - Do not complete.
- **Use Confirmation EFT**
  - Do not complete.
- **EFT G/L Date**
  - Do not complete.



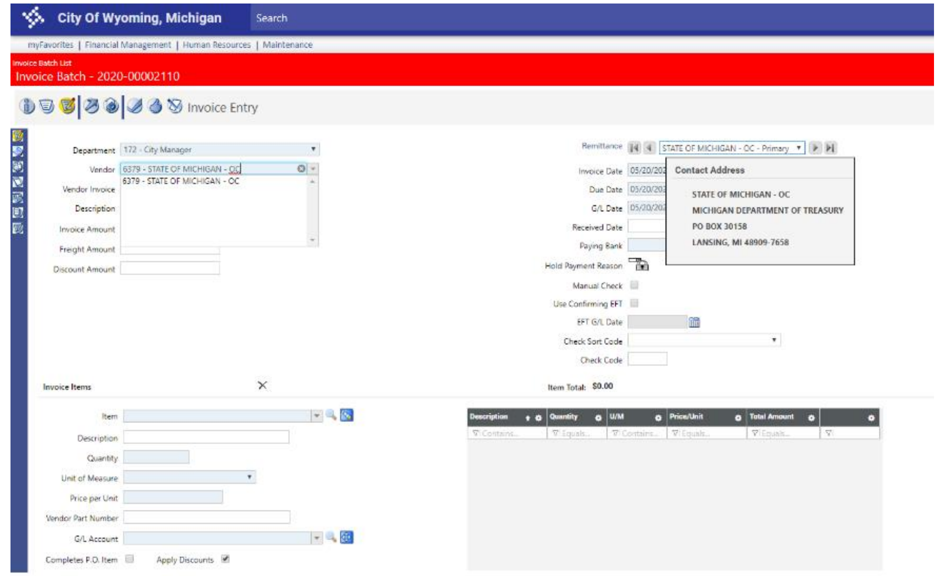
- **Check Sort Code**
  - Do not complete.
- **Check Code**
  - Do not complete.



The bottom section provides more specific item and payment details.

- **Item**
  - Brief description of item(s) being purchased. Select from drop down if possible.
- **Description**
  - Add more specific details.
- **Quantity**
  - Item quantity (may enter 1 and process entire invoice as one item).
- **Unit of Measure**
  - Select from drop down.
- **Price per Unit**
  - Unit price or total invoice amount if using quantity 1.
- **Vendor Part Number**
  - Optional entry.
- **G/L Account**
  - Enter appropriate G/L.
  - Multiple accounts, enter the first G/L account number and then click  (Multiple G/L Account Distribution)
    - Enter all account numbers the item is being allocated to.
    - Distribute by percent or dollar amount. If choosing dollar amount you will need to delete the percentages.
    - Click Save.

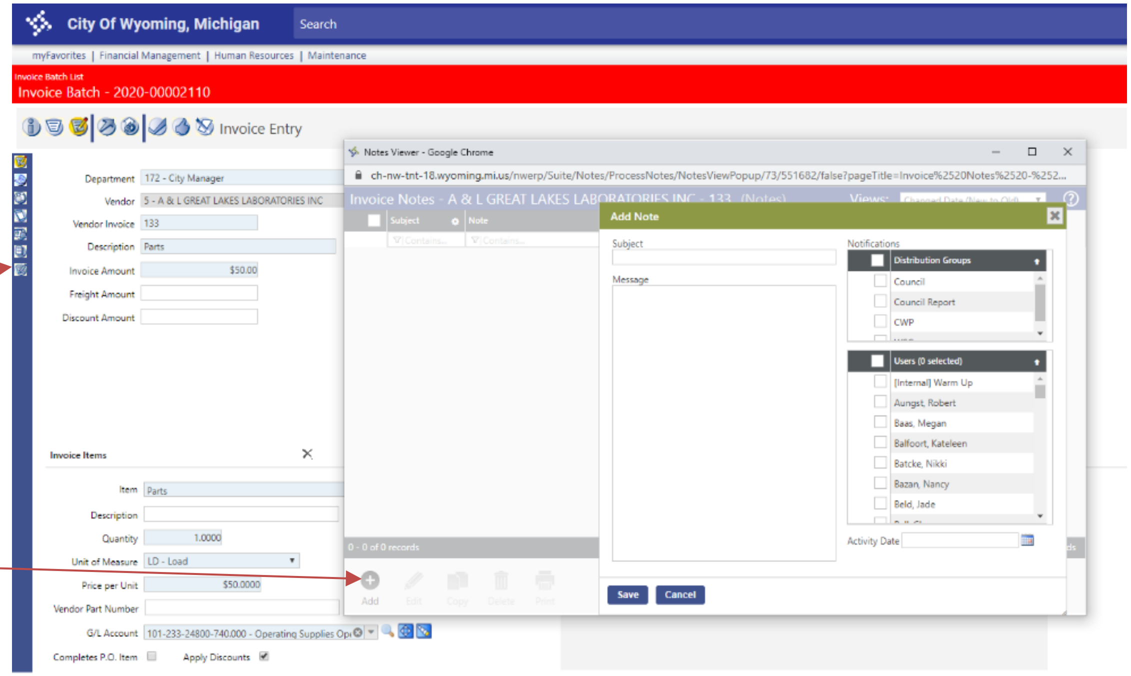
- To enter a new invoice into the same batch, click the Invoice Entry button



- **Completes P.O. Item**
  - Leave unchecked
- **Apply Freight**
  - Leave Checked
- **Create New Asset**
  - Leave unchecked
- **Apply Discounts**
  - Leave checked
- **Apply Taxes**
  - Leave unchecked
- Click Save if quotes are required and no other items need to be added to the invoice.
  - If quotes are required - follow the directions on the next page.
- Click Save/New Item if additional items need to be added on the same invoice.
  - Complete the fields under “Invoice Items”
  - Click Save if quotes are required and no other items need to be added to the invoice and follow the directions for **Quotes** on the next page.
  - If no other items need to be entered and quotes are not required click Save/New Invoice to enter another invoice in the same batch

Quotes

The Purchasing policy requires two quotes for tangible items with a cost between $3,001-$7,499 and two quotes for services with a cost between $3,001-$8,499. See **Purchasing Policy and Procedures** for additional information.



Quote details must be included in Notes during invoice entry. If sole source, must reference such in the Notes or Item Description if space available.

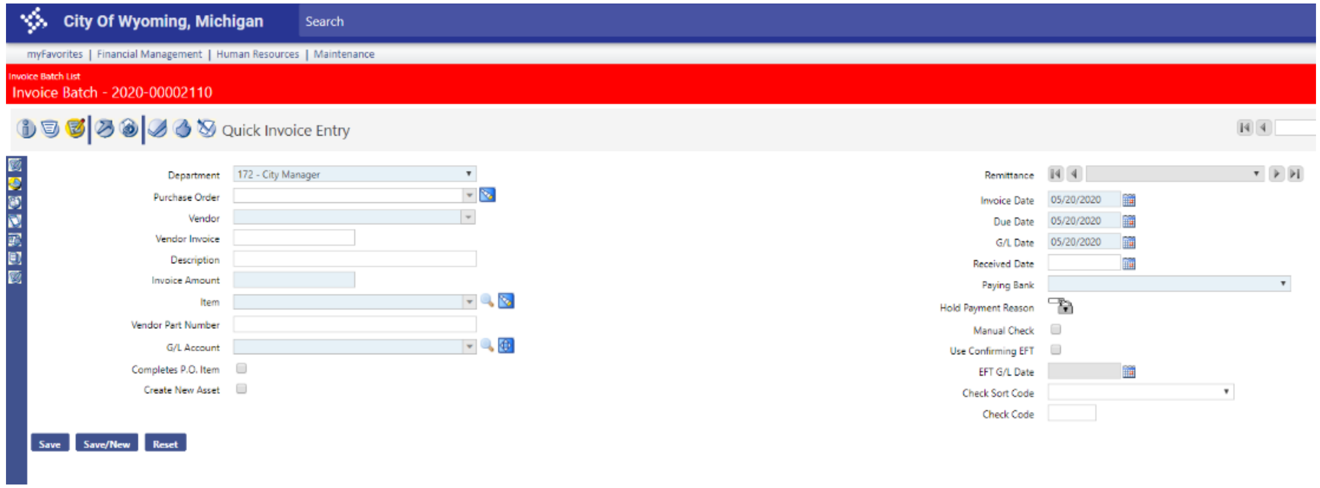
From the Invoice Entry screen:

- Click the Notes icon
- Click Add

- **Subject**
  - Enter brief description (i.e. quotes, Council approval, etc.)
- **Message**
  - Enter quote details including company name, amount, date, and quote number if applicable.
- **Notifications**
  - Click on all groups/names that require notification
- Click Save

Quick Invoice

For speedy entry of invoices with little detail and only one item.



- **Vendor**
  - Type vendor name or number (search any part of the name; be aware of common abbreviations). *List provides only authorized vendors. If not in the list, see vendor setup instructions.
- **Vendor Invoice**
  - Enter the invoice number exactly as it appears on the invoice. If number not provided, leave blank and system will generate.
- **Description**
  - Brief description/account details/message to vendor. *This field prints on check stub.
- **Invoice Amount**
  - Total from invoice. City is tax exempt.
- **Item**
  - Description of item being purchased
- **GL Account**
  - Enter appropriate G/L account number.
- **Completes P.O. Item**
  - Leave unchecked
- **Create New Asset**
  - Leave unchecked
- **Remittance**
  - Hover over field to verify address is correct to mail payment.

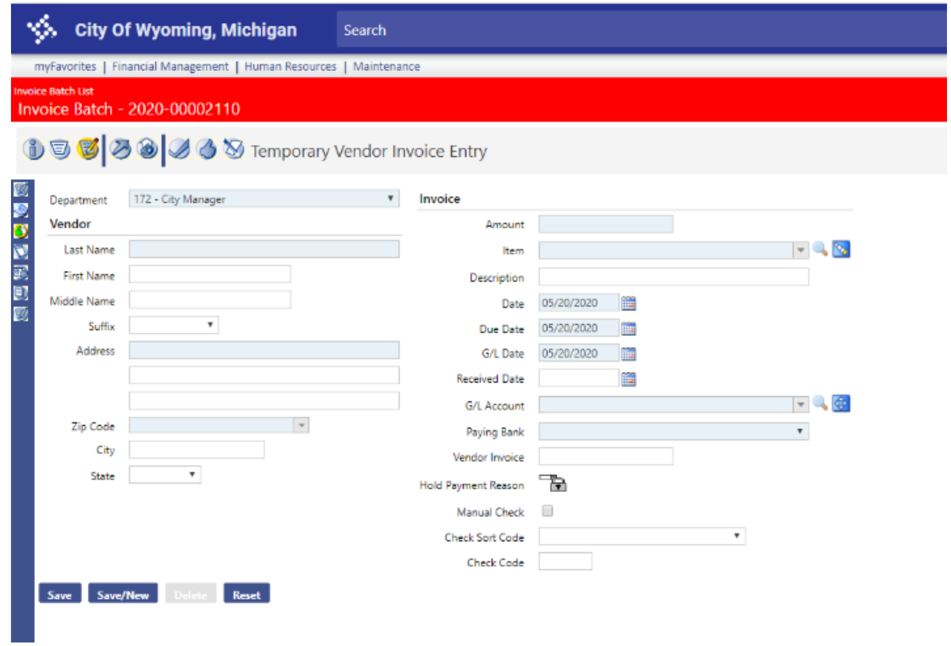
- If not, select from drop down or follow vendor setup instructions to add new.

- **Invoice Date**
  - Enter the date as shown on the invoice.
- **Due Date**
  - Typically Net 30 terms but be aware of those requiring earlier payment to avoid account disruption.
- **G/L Date**
  - Leave as is. Default from batch setup.
- **Received Date**
  - Enter date as 30 days from the invoice date unless vendor requires earlier/later payment.
  - Monitor closely to avoid account disruption or late fees.
- **Paying Bank**
  - GF – General Fund (default from batch setup).
- **Manual Check**
  - Leave unchecked
- **Use Confirming EFT**
  - Leave unchecked
- **Check Sort Code**
  - Do not complete
- **Check Code**
  - Do not complete
- Click Save/New to enter a new invoice.

Temporary Vendor Invoice Entry

For single-use vendors that will be paid from a voucher (i.e. **ONLY FOR one-time refunds/reimbursements**). Note that these vendors are not stored for later inquiry.

- **Last Name**
  - Enter individual last name or business name.
- **First Name**
  - Enter first name if an individual (not required).
- **Middle Name**
  - Leave Blank
- **Suffix**
  - Leave Blank
- **Address**
  - Enter Address
- **Zip Code**
  - Enter Zip Code
- **City**
  - Enter City
- **State**
  - Enter State
- **Amount**
  - Enter amount to be paid.
- **Item**
  - Payment description (will print on check stub).



- **Description**
  - Additional details, if any.
- **Date**
  - Leave as is, will default from batch set-up.
- **Due Date**
  - Enter date as 30 days from the invoice date unless vendor requires earlier/later payment.
  - Monitor closely to avoid account disruption or late fees.
- **G/L Date**
  - Leave as is will default from batch set-up.
- **G/L Account**
  - Enter appropriate G/L account number.
- **Received Date**
  - Leave Blank
- **Paying Bank**
  - GF – General Fund (default from batch setup).
- **Hold Invoice**
  - Enter if applicable
- **Remaining fields**
  - Leave Blank
- Click Save/New to enter a new invoice.

Select Purchase Order

For invoices connected with an existing purchase order.

- **Purchase Order**
  - Enter any part of the purchase order number and select from drop down list.
- **Vendor**
  - Will populate once PO is selected.
- **Substitute Vendor P.O.'s**
  - Leave unchecked
- **Vendor Invoice**
  - Enter invoice number exactly as shown.
- **Description**
  - Will populate with description entered on PO.
- **Check Sort Code**
  - Do not complete
- **Check Code**
  - Do not complete
- **Remittance**
  - Hover over field to verify address is correct to mail payment. If not, select from drop down or follow vendor set-u instructions to add new.
- **Invoice Date**
  - Date shown on the invoice.
- **Due Date**
  - Typically, Net 30.

- **G/L Date**
  - Leave as is. Default from batch setup.
- **Paying Bank**
  - GF- General Fund. Default from batch set-up
- **Manual Check**
  - Do not check
- Click the plus (+) next to the purchase order number to open the items available on the PO.
- Select the item(s) being paid by checking the box next to the description.
- Once selected, edit description, quantity, amount, as needed.
- Checking the Completes Item box will remove it from the purchase order and not allow it to be selected in the future. Only check this box when the line item has been fully received and/or services rendered and being paid in full. Once the last item on the list is checked as completed, the entire PO will close and cannot be reopened.
- Click Accept

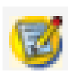
Navigation

At any time, you may use the breadcrumbs or buttons at the top to navigate back to previous screens.

Invoice Batch List: Breadcrumb to return to the screen listing all open batches at your assigned level.

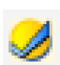
 General: Information screen for batch setup. Details may be edited at any time before approval.

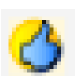
 List: Lists batch totals and shows each invoice that has been entered into the batch. Invoices may be deleted from the batch or assigned to a new batch. To edit an existing invoice, click its invoice number to return to the entry screen.

 Invoice Entry: Invoice entry screen to add a new invoice.

Batch Finalization

Once all invoices have been entered correctly into the batch, it is ready for finalization.

 Click the Validate button, then OK. The system will verify basic invoice information and that budgets entered have sufficient funds to cover amounts.

 Click the Approve button. Click on the Submit button once all batches are choosen. This is your confirmation that invoices entered have been verified for payment. Inform the supervisor in your department that the batch is ready for their approval.

 Print Edit & Error Listing. This is an optional report which summarizes the pertinent invoice details that the batch contains. If submitted, this will create a report available to print from myReports.

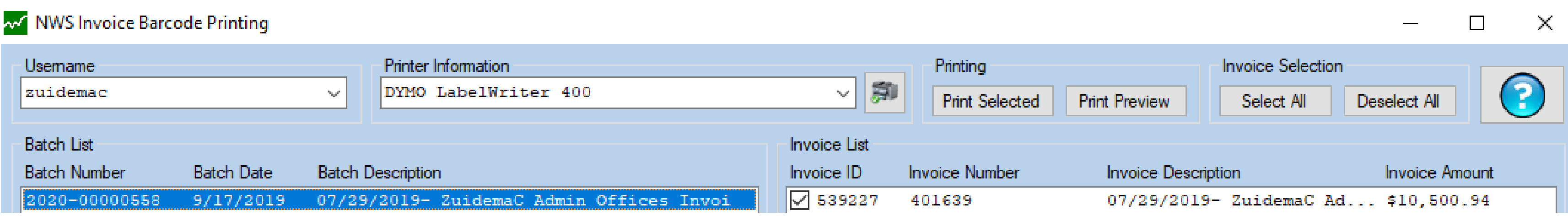
Print and affix barcode label to each invoice per instructions on next page.

Notify your supervisor or designee that the batch is ready for their review and approval.

After department approvals are completed, make copies for your files (if necessary) and send original batch to Finance Department for final approval and payment.

New World Barcodes

- A/P processors will be provided with a Dymo label maker and I.T. will install the software on your computer.
- Open the New World  Barcode Printing application.



- Username – Choose your Username.
- Select the batch number by highlighting the row.
- All invoices included in the batch will populate on the right. All will default to be selected. Deselect as needed. Click Print Selected.
- Once all labels have been printed, affix to the respective invoice. Be sure to examine the label to verify information and place onto proper invoice. If the information on the barcode (invoice number, vendor, amount, batch number) is incorrect, return to New World to make necessary changes. You will need to remove your approval prior to making any changes. Once completed, you must then Validate, Approve, and print a new barcode label.
- Barcodes should be placed near the invoice total. Do not cover any pertinent information. If invoice is multiple pages, attach to page with total invoice amount (usually last page).
- Place barcodes in same direction as invoice. For example, if the invoice is printed in landscape orientation, place barcode in same direction.
- If there are any other barcodes on the invoice completely cover them up to prevent issues in OnBase when scanned.

ADDITIONAL INFORMATION

- Checks are printed on Wednesdays and released on Thursdays (may differ due to holiday schedules). The weekly check run will include payment for all invoices due through the following Thursday.
- Invoices received by Tuesday at 3:00 PM will be included in the weekly check run (as appropriate based on due date entered). This day/time may differ due to holiday schedules.
- Payment may only be processed from an itemized invoice, register receipt, or voucher. Packing slips, quotes, and estimates are not acceptable.
- Do NOT staple invoices. Because all invoices are scanned into OnBase after final approval, you are asked to make this process smoother by removing any existing staples. Use paper clips if necessary.
- Invoices smaller than a half-sheet (4.25” x 5.5”) of paper must be taped to a full sheet of paper for scanning purposes. Do NOT cover any amounts or details with the tape, as the print quickly fades and will not scan properly.
- Be sure barcodes have been attached and department approvals are done before sending to the Finance Department.
- Remittance slips and enclosures are only sent with checks if specifically requested. If documentation should be included with the check, please provide an additional copy of these items with the invoice and include note with this request.